

VACANCY MANAGEMENT POLICY

It is the Association's policy that Line Managers and the HR Manager are jointly responsible for the recruitment of new employees. Line Managers should always keep the Senior Management of the Association up-to-date regarding future vacancy filling intentions.

Purpose

The purpose of this policy is to ensure that employees understand how the Association selects new members of staff in compliance with the Equality Act 2010.

The Association aims at all times to recruit the person who is most suited to the particular post. Vacancy filling must be solely on the basis of the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

The guidelines in the Association's Equality and Diversity Policy must be followed at all stages of vacancy filling and selection.

Vacancy filling authorisation

Where there is a need to recruit a new employee into the Association, the Line Manager should first complete a Vacancy Filling Authorisation Form and ensure it is discussed with and signed off by the Chief Executive of the Association.

This form requires a justification for the post as well as:

- an up-to-date job description and a person specification
- financial implications
- advertisement wording and medium for publication
- estimated costs of advertising the post.

Where it is planned to fill a vacancy created by a leaver approval will not be granted automatically. The Chief Executive will need to be satisfied that filling the vacancy is still justified or whether the role can be covered in any other way.

The form must then be forwarded to the HR Manager for approval. If approved, the HR Manager will deal with the necessary administration, including placing advertisements, arranging interviews, etc.

It is the Association's policy that all vacancies will be advertised internally (by e-mail/posting on notice boards) as well as externally and existing employees are to be encouraged to apply for vacant posts if they have the requisite skills, qualifications and experience.

Safer Recruitment

A statement of responsibility and requirements for safeguarding must be included on all vacancy filling paperwork. This statement should include a commitment to safeguarding and promoting welfare of children and vulnerable adults, and the need for the successful applicant to be DBS checked prior to taking up employment and at 3 yearly intervals thereafter (where appropriate).

In line with the Association's Safeguarding Policy we will not employ anyone convicted of a criminal act of a sexual or violent nature against, or otherwise involving children and vulnerable adults.

Selection

The invitation to attend an interview must contain all the relevant information and instructions. It must also ask if there are any specific access needs together with any other special needs or requirements.

Selection of candidates for interview must be decided jointly by the Line Manager and the HR Manager. The scoring template and procedures for selection are required to be fair, open and transparent.

Line Managers conducting recruitment interviews must ensure that questions asked of job applicants are in no way discriminatory or personally intrusive. The interview should focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively.

All interviews must be conducted by the Line Manager and at least one other Line Manager or by the HR Manager. Similarly if a sift is required the same people will be involved. The interviewers should have met prior to the interview date and agreed the contents and scoring of the interview.

During the interview the applicant's suitability for work with children, if applicable, should be explored. Identity and qualifications should be verified and copies taken and placed on file. Where appropriate, applicants should complete a DBS disclosure form.

An interview record must be made and passed to the HR Manager. On no account should a job offer be made during or at the end of an interview. Selection testing will be used as part of the recruitment process only with the prior approval of the HR Manager. Any test used must have been validated in relation to the post and be conducted by a suitably trained person.

Offers of employment

All offers of employment, whether written or verbal, must have the prior approval of the Chief Executive.

It is the Association's policy to seek at least two written references, one of which must be from a previous employer (or, if this is the prospective employee's first job, their school teacher or higher or further education lecturer) and to ask for documentary proof of qualifications and eligibility to work in the UK.

Any offer of employment must be conditional on this documentation being satisfactory to the Association. Before references are taken up, the prospective employee's consent should first be sought. Once received, the references will be scrutinised and any discrepancy, issue or concern noted will be discussed with the applicant.

Temporary Promotion

The Association will not temporarily promote staff to cover a vacancy. If an individual is asked or selected to cover a vacancy of a higher pay level any reward and recognition for additional responsibility will be considered in retrospect by the Chief Executive along with the Personnel and Finance Sub Committees. Financial reward will not be automatic.

The terms of any advertised temporary post will make the terms and conditions of appointment quite specific.

Temporary Workers

There may be occasions where the Association employs temporary workers. This will be in limited circumstances and only with the approval of the Chief Executive. This is likely to be where cover for permanent staff is required or for fluctuations in workload.

Where this happens the Association will meet all legal requirements regarding the employment of temporary workers either directly or through an Agency.

VACANCY FILLING AUTHORISATION FORM

Line Manager:.....

Department:.....

Justification for the post (insert whether this is a replacement, new post or an upgraded post):

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Job description (insert a description of the duties, responsibilities and level of seniority associated with the post):

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Person specification (insert a description of the level of qualifications, knowledge, skills, experience and competencies required for effective performance of the job):

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Financial implications (insert a proposed salary range, anticipated commencement date and any equipment requirements):

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Media for publication and estimated advertising/recruitment costs:

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Chief Executive's approval:
YES/NO

YMCA PLYMOUTH

Chief Executive's comments:

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Signed by Line Manager:

Date:

Signed by Chief Executive:

Date:

Please attach proposed advertisement wording.